



STEWARDS OF EARLY DUTCH & AMERICAN HERITAGE
PO Box 6321, Somerset, NJ 08873 tmf.org.1289@gmail.com

PRIVATE EVENT RENTAL AGREEMENT

for private parties, meetings, showers, anniversaries, weddings, family holidays, etc.
(Please read carefully and complete all information)

This agreement is between The Meadows Foundation (Lessor) and _____ (Lessee),
regarding the venue known as _____
located at _____.

Lessee Name: _____
Address: _____ Home #: _____
Work #: _____
Cell #: _____
Email Address: _____

Date(s) of Event: _____ Type of Event: _____
Event Start Time: _____ End Time: _____ Duration (hrs): _____

Fees:

- House Rentals: \$300.00 (plus \$200.00 security deposit) for a 3-4 hour event.
- House Rentals: \$500.00 (plus \$300.00 security deposit) for a 5-6 hour event.
- Barn Rental: \$1500.00 (plus \$500.00 security deposit) for a 3 hour event. \$300 per hour for each additional hour, up to a maximum of 8 hours per day.
- All Rentals include 2 hours prior to the event and 2 hours after the event for set up and clean up.

Please initial the house you would like to reserve below.

Van Wickle: Capacity of 80 people outside. Parking max. of 50 cars. One restroom facility located in the Vergano Center.

(Initial here)

Hageman House: Capacity of 40 people inside, 60 people outside. Parking max. of 35 cars. One restroom facility inside house. Handicap ramp, but entire interior is not completely ADA accessible.

(Initial here)

Hageman Horse Barn: Capacity of 80 - 100 people. Parking max. of 35 cars. Barn has electricity only, no running water. ADA accessible. Lessee is responsible for rental of portable rest rooms to be located outside.

(Initial here)

Van Liew – Suydam: Capacity of 40 people inside, 70 people outside. Parking max. of 35 cars. Two restroom facilities inside. Handicap ramp, ADA accessible.

(Initial here)

Wyckoff-Garretson Carriage House: Capacity of 20 people inside, 40 people outside. Parking max. of 35 cars. Two restroom facilities inside. ADA accessible via portable ramp.

(Initial here)

PLEASE NOTE: Due to the age of our buildings, there may be situations which would require moving an event to another Meadows Foundation venue. Should this occur and our other venues are deemed not suitable by the renter the Meadows Foundation will refund all monies paid by the renter. The Meadows Foundation will not be responsible for funds paid to the town, insurance companies, or any other expenses incurred by the renter in preparing for their event.

Alcohol Use and Sale:

- Alcohol is not permitted on township property without special permission. If you choose to serve alcohol the lessee will need to obtain a permit from Franklin Township, 475 DeMott Lane, Somerset, NJ 08873. It is advised that you apply for the permit at least 120 days prior to your event. No alcohol use will be permitted on our premises unless a copy of the town permit is submitted to the Meadow's Foundation no less than one (1) month before the event.
- Anytime alcohol is sold at an event, in addition to an alcohol permit, a security guard must also be present. The Meadow's Foundation can supply a security guard for an additional fee to the rental of the facility. This fee will need to be paid one month prior to the event.

Once a date and venue are agreed upon, the deposit is due along with a signed copy of this agreement. The rental amount is due along with all necessary permits, proof of insurance, permit for use or sale of alcohol and payment for security guard (if applicable), one (1) month prior to the event. If a cancellation occurs 4 weeks prior to the event all monies will be returned to the renter. If a cancellation occurs less than 4 weeks prior to the event deadline, the security deposit will be forfeited.

Insurance Certificate:

A Certificate of Insurance for \$1,000,000 must be obtained from your broker for your event, which will be held at _____ (name of venue). The Certificate of Insurance must cover all days of your event, and if you are having rental deliveries made prior to or picked up after your event coverage must extend to include all dates during which you or a 3rd party are present on your behalf on the property. If your event is in contract for a weekend – all days will need to be insured. If you do not have an insurance policy, The Meadows Foundation can recommend the use of our insurance broker: Assured Partners, Marcianna Colabraro (732)-574-8000 x649, Marcianna.Colabraro@AssuredPartners.com. Ask for a “Certificate of Insurance” for the appropriate venue and dates. The Certificate Holder shall be The Meadows Foundation, POB 6321, Somerset, NJ 08875, and under Description the venue name and address and type of event should be listed.

PLEASE NOTE: If the full rental fee, permit(s) and Certificate of Insurance are not received by The Meadows Foundation by one month PRIOR to the event date, we will assume that you are not interested in using our facility. **NO PHONE CALLS WILL BE MADE AND NO E-MAILS SENT** and your date will automatically be cancelled.

HOUSE RULES:

1. You will be allowed entrance to the venue two (2) hours prior to the event for setup and two (2) hours after for cleanup. If additional time is used a deduction of your deposit will be applied as additional rental time.
2. No alcohol is allowed unless a permit has been obtained from Franklin Township (township ordinance). The Meadows Foundation requires lessee to pay for a qualified security guard to be present whenever alcohol is sold at a venue. The guard must be present throughout the event. Said security guard will be contracted and arranged by the Meadows Foundation and the cost must be paid one month prior to the event by the Lessee.
3. All activity must be restricted to the first floor of all houses. The second floors are private quarters.
4. All security deposits will be returned no later than 1 month after the event, once it is determined that no damage has occurred. If the venue is not returned in the condition in which it was rented, the cost of a cleaning crew or contractor for repairs hired by the Meadows Foundation will be deducted from the security deposit.
5. It should not be assumed that the resident caretakers are available to help at events. Any requests regarding the resident caretakers should go through The Meadows Foundation.
6. If a tent or canopy is to be erected at your event, a permit must be obtained from the Franklin Township Department of Fire Prevention, 475 DeMott Lane, Somerset, NJ 08873.
7. Occupancy and parking capacities must be strictly adhered to. Any fines incurred due to a breach of our policy will be paid by the Lessee.

8. **There are to be NO open flames of any kind anywhere in or on the premises.** No candles, fireworks of any kind, grills, Sternos, smoking or firepits. No flames of any sort are allowed, only electric is permitted.
 9. There is **NO SMOKING** anywhere on any of our sites, including outside. These structures are irreplaceable, so we are overly cautious.
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USAGE INSTRUCTIONS:

1. Please provide your own garbage bags for cleanup. All garbage and recycling materials must be removed by the signers of the agreement. The cost of removal of any garbage left behind will be deducted from the security deposit.
 2. No dancing is allowed in any of the Meadows Foundation houses due to the age and condition of the structures. The Hageman Horse Barn and Wyckoff-Garretson Carriage house are the only facilities in which we allow dancing.
 3. Where available: Kitchen stove, oven, dishwasher and refrigerator, if used, must be left clean. No food or drinks are to be left in the refrigerators of the houses unless approved by The Meadows Foundation. All paper products (dishes, etc.), utensils or other items belonging to Lessee must be removed. No items belonging to the house (dishes, pots, etc.) are to be used by the Lessee.
 4. Unusual equipment, materials, devices and/or animals (except for certified service animals) are prohibited.
 5. Alcohol is not allowed at any of the properties without a permit.
 6. There is **NO SMOKING** in any of the houses, barn or on the properties. **No flames of any type.** This includes birthday candles.
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The signing of this agreement signifies acceptance of the conditions of use of the venues. It is also understood that the undersigned, individual or organization/business, herewith agrees to Hold Harmless and Indemnify the Township of Franklin and The Meadows Foundation, Inc., its employees, agents, and servants for any loss, claim for damages asserted by reason of the use of any of the houses or barns contracted herein, surrounding grounds, structures, etc. by either individual, organization/business or guest. The Meadows Foundation reserves the right to cancel this agreement at any time if the event is other than as described above.

PLEASE RETAIN ONE COPY OF THIS AGREEMENT FOR YOUR FILES.

RETURN THE SIGNED ORIGINAL ALONG WITH YOUR SECURITY DEPOSIT CHECK.

MAKE CHECK PAYABLE TO: The Meadows Foundation, Inc.
 P.O. Box 6321
 Somerset, NJ 08875-6321

Any questions regarding this Agreement please contact The Meadows Foundation.

AGREEMENT SIGNATURE

I _____ agree to the terms of this contract for rental of _____,
Please print your name Venue Name

on this day of _____ in the month of _____ in the year of _____, for the event of
Today's Date

_____ to be held on the date(s) of _____ in the month of _____

in the year of _____.

Signature of Lessee: _____

Date: _____

Print Name: _____

Signature of The Meadows Foundation Board Member: _____ Date: _____

Print Name: _____

The Meadows Foundation may institute suit against a lessee in a New Jersey state court of competent jurisdiction in Somerset County for breach of the Agreement, including, without limitation, failure of the Lessee to reimburse the Association for any costs incurred for repair, replacement and/or cleanup and/or failure of the Lessee to comply with this Agreement.

Please note that all these houses are of great historic value. Considerable expense has gone into their restoration and maintenance. The furnishings are at the least collectibles and at the most genuine period antiques. Please show them the respect and care you would if you had just entered a museum.